



# The Docket Electric

## CM/ECF Newsletter for the Northern District of Oklahoma Bankruptcy Court

February 2007

### FILING WITH THE CORRECT DOCKET EVENT

#### **Redaction of Electronic Transcripts**

Miscellaneous Order number 173, dated February 12, 2007, states that every electronic transcript filed with the Court will initially be restricted to the Court and parties to the case.

A party may, within 7 days of the filing of the transcript, inform the court of their intent to redact personal identifiers from the electronic transcript.

If no request is filed within this time frame, the transcript is then made available to the general public.

#### **For the text of this order click this link**

To file a Request for Redaction in CM/ECF click on

**Bankruptcy > Miscellaneous Other >  
Request for Redaction of Items in Transcript**

#### **Requesting Specific Items to Be Redacted**

Within 21 days of filing the initial request, the requesting party should then file a "List of Items to be Redacted from Transcript." In CM/ECF click on

**Bankruptcy > Miscellaneous >  
List of Items to be Redacted from Transcript**

#### **DROP BOX CLOSED**

February 1, 2007, marked the end of an era with the closing of the court's drop box. Attorneys are advised that due to security concerns, the court has now locked the box.

All pleadings should be filed electronically using the court's CM/ECF system which is available 24 hours a day. Items which must be hand delivered may, as always, be brought to the clerk's office during normal business hours.

Monday—Friday  
8:30 to 4:30 except Tuesday - 8:30 to 3:00.



#### **Brown Bag Lunch with Bankruptcy Judges**

**Dana L Rasure and Terrence L Michael**

**March 5th, 2007 at 12:00 Noon**

Chief Judge Dana L. Rasure and Judge Terrence L. Michael will hold an open forum brown bag luncheon on Monday, March 5, 2007, at 12:00 p.m. to discuss general practice and procedure issues.

The meeting will be held in the Jury Assembly Room, 2nd Floor, The Federal Building, 224 South Boulder Avenue. Legal assistants are welcome to attend.



If you would like the Judges to address a specific topic, please call Brenda Nickels at 918-699-4085 or send an e-mail to:

Brenda\_Nickels@oknb.uscourts.gov.

#### **CREDIT CARD SECURITY CODE**

Use of the Credit Card Security Code became mandatory on February 1, 2007, when paying for filings in Pay.gov. Although the security code field has been on the data entry screen, its use had been optional. It is now a required field and serves as an additional layer of protection for credit card holders.



#### **Training Opportunities**

CM/ECF Training will be held at the Bankruptcy Court from 1:00 pm to 4:30 pm on  
**March 14th - Debtor/Creditor Combined**  
**April 11th - Debtor/Creditor Combined**  
**May 9th - Debtor/Creditor Combined**  
Please register online at  
<http://www.oknb.uscourts.gov/cmreg/>

## FEBRUARY FOCUS

### SELECT THE CORRECT DOCKET EVENT

BAP/CPA placed requirements on the court to report specific statistical information to Congress. For the court to comply, CM/ECF users must select the correct event when filing their pleadings. Failure to file with the correct event may mean an attorney has to re-file a document to address a deficiency issued in the case. Some guidance is offered below to address some of the most common mistakes presently being seen here at the court.

#### Modified Plans

When filing modified or amended plans, use "Modified" after confirmation, and "Amended" prior to confirmation.

To file, click on

**Bankruptcy > Plan >**

***Select the Appropriate Chapter of the Case and Continue through the event.***

#### Objection to Confirmation of Plan

This should be filed under the Plan link.

Other filings that should be filed under Plan include:

Chapter 11 Post Confirmation Report

Disclosure Statement

Litigation Plan

Motion to Dismiss

Objection to Confirmation.

Opposition

Statement of Adverse **or** No Adverse Impact

Users are also advised to use "Plan" or "Amended Plan" to reference a plan that is not yet confirmed. "Modified Plan" references a Post Confirmation Plan

To file, click on

**Bankruptcy > Plan > Chapter 13 Plans**

#### Changes to Schedules and Means Test

When filing amended schedules, attorneys should update the Statistical Summary grid. Move past this page in CM/ECF only if there are no changes to the dollar amounts. This information is part of the Court's statistical reporting; therefore, it should be updated when this information changes.

### DEADLINES REPORT NOW AVAILABLE

On March 1, 2007, attorneys will have the ability to run a report that shows any deadlines outstanding in their cases. Financial Management Due, Deficiency Deadlines and Objection deadlines are just some of the useful features of this report.

To run this report, click on

**Reports > Deadlines/Hearings > input a case number, select the desired deadlines and date range to be viewed and run report.**

## Corporate Ownership Statement

Miscellaneous Order #171 places a requirement to file a corporate ownership statement on the following entities.



- A debtor in a voluntary case,
- A party to an adversary proceeding,
- A participant in a contested matter
- A party that accepts appointment to a committee of creditors

Corporate Disclosures mandated by miscellaneous order #171 should be filed under the event Corporate Ownership Statement. This event has changed from Corporate Affiliate Disclosure Statement as of December 6th, 2006. The appropriate form can be found on the front page of the court's website under **Downloadable Forms > Local Forms > Corporate Ownership Statement**

**For the text of this order click this link**

To file, click on

**Bankruptcy > Miscellaneous>**

**Corporate Ownership Statement**

### Out of Office E-mail

If you use a "Out Of Office" e-mail rule, please configure your "out of office" messages or mail attendants to EXCLUDE the Court's Notices of Electronic Filing coming from the e-mail address oknb\_notices@oknb.uscourts.gov.



### The BNC Mailing List

The BNC established the National Creditor Registry Service pursuant to 11 U.S.C. 342(f) and Fed.R.Bank.P. 2002 (g)(4).

This service substitutes, when appropriate, a Creditor's Preferred Address for the address initially supplied by the debtor.

Labels created by the BNC now indicate when a preferred address has been substituted. Preferred addresses are now displayed with a (p) in front of the address on the Creditor Mailing List in 3 column format. Additionally, undeliverable addresses are indicated with a (u) and duplicates with a (d)

To be certain the appropriate substitutions are being made, always run the Creditor Mailing List in CM/ECF by clicking on

**Reports > Creditor List Only > 3 Columns**